

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

# PERSONNEL BOARD MINTUES OF THE MEETING OF December 14, 2012

Attendina: David Alschuler

Michael Perlmutter

Moj Khaghan Danial Gabriel Paez Rosalie Pincus George Castell

Evette Phillips Carla M. Gomez Chairperson

Vice Chairperson Associate Member

Associate Member Associate Member Employee Member Employee Member

City Liaison

Absent:

Christopher Diaz

Employee Member

David Alschuler, Chairperson, convened the Personnel Board meeting at 9:03 A.M.

#### ITEM 1 - Approval of Minutes.

Upon motion by Vice Chairperson Perlmutter, and seconded by Employee Member Castell, the minutes of the October 19, 2012 Personnel Board meeting were approved.

### ITEM 2 - Appointments/Vacancies.

Chairperson Alschuler informed the Board that although both Vice Chairperson Perlmutter and himself were both term limited on December 31, 2012, they would both continue on the Board during the sixty (60) day grace period that is afforded. New appointments to fill these two (2) vacancies are expected to take place in the either the January or February 2013 City Commission meetings. Chairperson Alschuler advised the Board that they will need to select a new Chairperson and Vice Chairperson once these two (2) vacancies are filled. No other discussions or statements of interest for these seats were expressed by any of the Board members at this time.

## ITEM 3 - Discussion of the 2013 Celebration of Time & Special City Awards.

Chairperson Alschuler informed the Board that the 2013 Celebration of Time & Special City Awards Recognition Ceremony will be taking place on Tuesday, March 26, 2013. Ines Ferreiro, Human Resources staff member, advised the Board that a copy of the proposed memorandum that will be sent to employees on December 28, 2012, was included in each of the Committee member's agenda packages. Ms. Ferreiro also advised the Board that the nomination forms are available in English, Spanish and Creole. The deadline to submit nomination forms is February 4, 2013. The Board agreed to select a Subcommittee during the February 8, 2013 Personnel Board meeting that will be tasked with reviewing and narrowing down the number of Special City Awards nominations received.

# ITEM 4 - Classified Performance Evaluations - Request from the Personnel Board for Department Directors With More Than Ten Percent (10%) or With Ten (10) or More Past Due Performance Evaluations for Classified Employees to Appear Before the Board.

Chairperson Alschuler expressed concerns with the number of past due performance evaluations increasing. When comparing the results of the past due performance evaluations for December 2012, to the results of the past due performance evaluations for Classified employees that were provided during the October 19, 2012 Personnel Board meeting, the total number of past due performance evaluations for Classified employees has increased. The following departments/divisions were raised as areas of concern: Code Compliance Division, Fire Department, Fleet Division, Parks and Recreation Department, Police Department and the Public Works Department. Carla Gomez, Human Resources Assistant Director, advised the Board that many of these increases may be due to changes in leadership and/or organizational structure within many of the City departments. Regarding the Fire Department in particular, Assistant Director Gomez advised the Board that there had been a reorganization implemented in the Fire Department which may be affecting several evaluation dates. Assistant Director Gomez reassured the Board that the Human Resources would continue to work with departments in an effort to reduce the numbers of past due performance evaluations for Classified employees.

### ITEM 5 – Update from the Personnel Rules Revision Subcommittee.

Subcommittee Chairperson Khaghan Danial informed the Board that the Subcommittee has completed the first draft. The Board has been meeting frequently and is hopeful to bring the final proposed document to the Board within approximately one (1) month. Subcommittee Chairperson Khaghan Danial reminded the Board that the doors are always open for any of the members that are available to assist.

### ITEM 6 - Proposed Personnel Board Meeting Dates for 2013.

No opposition to the dates presented to the Board. No discussion took place regarding this matter after the presentation of the item by Chairperson Alschuler.

## ITEM 7 - Open Forum Discussion.

Associate Member Pincus asked if the Board would like to come together and send something to the Human Resources Department for the Holidays. Assistant Director Gomez, expressed her gratitude for this recognition but explained to the Board that the City has a Zero Tolerance Gift Policy and suggested that they send a letter of appreciation to the Human Resources Department as an alternative.

Associate Member Pincus voiced her concern regarding term limits for the seats of Chairperson and Vice Chairperson. The Human Resources Department will provide a response on the term limitations prior to the Boards selection of a new Chairperson and Vice Chairperson.

Chairperson Alschuler presented Certificates of Merit to Associate Member Khaghan Danial, City's Outside Counsel Susan Potter Norton and Human Resources staff member Ines Ferreiro. These awards were presented to these individuals in appreciation for their time and efforts provided to the Board and/or the Personnel Board Subcommittee that is currently tasked with revising the City's Personnel Rules.

With all in favor, the meeting was adjourned at 9:31 A.M.

Carla M. Gomez

**Human Resources Assistant Director**